



**Town Council Meeting Minutes  
July 7, 2021 @ 7:00 pm  
VIA CONFERENCE CALL**

Per the Governor's request, all scheduled meetings will be held via electronic means. Residents will be able to view documents posted to the meeting tab on the Town website at [www.townsend.delaware.gov](http://www.townsend.delaware.gov) or by joining the meeting via computer.

Those wishing to attend may dial 1(301)715-8592. When directed, provide the following meeting ID 82764217575# and then the following password 361631# to enter the meeting.

If you choose to access the meeting online click the following link:

<https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xjME1HV0ZOcHRxSHZ3QT09>

**7:00 pm**

- I. **Call to Order:** The meeting was called to order at 7:00 p.m. by Mayor Patrick Miller.
- II. **Opening Ceremonies**
  - a. *Roll Call:*
    1. The following Council and staff were present with electronic access available for guests: Mayor P. Miller, Councilwoman E. Clarke, Councilman E. Dugan, Councilman J. Mertz, Town Manager A. Mangeri, Town Clerk/ Acting Town Manger A. Tantillo, Financial Officer J. Helms, Town Attorney F. Townsend, Town Engineer E. Van-Otoo, and Lt. Popp, DSP.
  - b. *Pledge of Allegiance:* Skipped for the electronic nature of the meeting
  - c. *Recognition of Visitors:* Present guests were Scott Lobdell, Councilman David Carter, and Charles A. McDonald.
  - d. *Announcements:* N/A
- III. **Additions and Deletions to published Agenda.**
  - a. Town Clerk/ Acting Town Manager Tantillo removed the Action Item: Discussion and possible vote to approve the Chimney repair for Town Hall. The Town is still awaiting additional quotes and will report to Council as soon as the quotes are obtained.
- IV. **Approval / Rejection of Minutes**
  - a. Approval/ Rejection of Council Minutes from the June 23, 2021 Town Council Workshop Meeting.
    - a. *CM Dugan made a motion to approve the Council Minutes from the June 23, 2021 Town Council Workshop Meeting. CW Clarke seconded the motion. Vote: CW Clarke: Yea, CM Dugan: Yea, CM Mertz- Yea*
- V. **State Police:**
  - a. An update on June 2021 activity.
    1. Lt. Popp introduced himself as the new lieutenant for Troop 9, beginning July 5<sup>th</sup>. He shared that he is looking forward to working with the Town and getting to know the community.
    2. For June 2021, there were 33 responses in Town, one criminal mischief, three identity thefts, seven domestic related incidents and 22 non-criminal incidents.

3. There were also 6 traffic incidents, three along Pine Tree and Summit Bridge Road and one along the area of Money Road. Additionally, one of the incidents was DUI related.
4. 133 traffic citations were issued, in and around the Town.
5. Additionally, there was 45 hours of supplemental patrol coverage, with the Townsend 2021 initiative, for the month of June.

**VI.** A presentation by C. Anthony McDonald with Creative Financial Group on the status of the Town's investment accounts.

- a. Mr. McDonald provided Council with an update on the status of the Town's investment accounts. He shared that in the past year, Council worked to merge accounts and the new account is very transparent showing fees and investments. The three-year average, net of fees is over 5% and year to date, the account is up 2.65%, net of fees, in the wheelhouse of where the Town should be. The total account value is now over \$3.1 million. The good news is that fees will decrease as the oversight of the account is more efficient.
- b. CW Clarke asked if the update by Mr. McDonald was frequent or one time per year? Mr. McDonald shared that he is available to present as often as he needs to Council. He can provide quarterly updates or yearly, at Council's discretion.

**VII.** Mayor's Report:

- a. Action Item: A discussion and possible vote on Resolution 2021-009, a resolution to affirm the appointment of Mr. Scott Lobdell as Interim Town Councilman.
  1. Mayor Miller reminded Council that at the last Council meeting, he provided Council with the opportunity to appoint someone to the vacant Council seat. As there were no additional appointments for the seat, Council held a vote to appoint Mr. Lobdell to the vacant seat and would have the opportunity to vote on Resolution 2021-009, a resolution to affirm the appointment of Mr. Scott Lobdell as Interim Town Councilman, at this Council meeting to affirm the appointment.
  2. TC Tantillo provided a reading of Resolution 2021-009, a resolution to affirm the appointment of Mr. Scott Lobdell as Interim Town Councilman.
  3. *CM Dugan made a motion to approve Resolution 2021-009, a resolution to affirm the appointment of Mr. Scott Lobdell as Interim Town Councilman. CM Mertz seconded the motion.*
  4. CM Mertz asked for clarification on the length of the term for the appointed seat. TA Townsend confirmed that based upon the Charter, Councilman Lobdell will serve in this Council seat until the next annual municipal election, during which time this Council seat will be up for a one- year term to complete the remainder of the 2021-2023 Town Council term.
  5. *Vote: CW Clarke: Yea, CM Dugan: Yea, CM Mertz- Yea*
  6. CM Lobdell thanked Council for having him back and he shared that he looks forward to serving the Town.
- b. Council Oath of Office for the appointment of Scott Lobdell
  1. Councilman Lobdell was sworn into the Townsend Town Council by TC Tantillo, by reciting the Council Oath of Office

c. Possible reorganization of Council Committee Members

1. Mayor Miller announced that with the swearing in of new Councilmembers, he would like to make some adjustments to reorganize the Town Council committees. The new committees are as follows:

<b>Finance Committee:</b>	<b>Chair-</b> Mayor Miller	<b>Co-Chair-</b> Councilman Dugan
<b>Human Resources Committee:</b>	<b>Chair-</b> Mayor Miller	
<b>Public Works Committee:</b>	<b>Chair-</b> Councilman Dugan	<b>Co-Chair-</b> Councilman Mertz
<b>Land Use and Development Committee:</b>	<b>Chair-</b> Councilman Lobdell	<b>Co-Chair-</b> Councilman Dugan
<b>Veterans Committee:</b>	<b>Chair-</b> Councilwoman Clarke	<b>Co-Chair-</b> Mayor Miller
<b>Public Safety Committee:</b>	<b>Chair-</b> Councilman Mertz	<b>Co-Chair-</b> Councilwoman Clarke
<b>Community Engagement Committee:</b>	<b>Chair-</b> Councilwoman Clarke	<b>Co-Chair-</b> Councilman Lobdell
<b>Parks and Recreation Committee:</b>	<b>Chair-</b> Councilman Lobdell	<b>Co-Chair-</b> Councilman Mertz
<b>National Wildlife and Historic Preservation Committee:</b>	<b>Chair-</b> Councilwoman Clarke	

2. Mayor Miller shared with Council that if they had any concerns about the Committee appointments, to please reach out to him and he would be happy to discuss with them.

d. A discussion on Facebook page protocol.

1. Mayor Miller shared that he wanted to provide a recap of Facebook page protocol with Council. Mayor Miller shared that Councilwoman Clarke has created her own Facebook page as a Councilmember to encourage Community Engagement which is wonderful. Mayor Miller shared that in order to ensure pages are done in a reasonable fashion, there are Facebook page guidelines that he will be sharing with Council. These guidelines are based on the guidelines used by state representatives. If Council has any questions, they are encouraged to contact Mayor Miller.
2. Mayor Miller also shared that it is up to each individual Council member to decide if they would like to have a Facebook page. He also encouraged Council to remember that any complaints received should be forwarded to Town Hall and to make sure the person making the complaint knows that it will go to Town Hall to be addressed administratively.

## VIII. Reports

a. Town Attorney Fred Townsend III

1. TA Townsend confirmed that based upon the Charter, Section 5.8.1, which states:
  - a. "If any vacancy in the office of any council member other than the Mayor shall occur by reason of resignation, death, removal from the town, conviction of a felony, malfeasance in office, or otherwise, said vacancy shall be filled for the remainder of the unexpired term at the next annual municipal election. If the next annual municipal election will occur more

than ninety (90) days after the occurrence of the vacancy, the Town Council, by majority vote at the next regular meeting, shall appoint a qualified person to fill such vacancy until the next annual municipal election. If the vacancy occurs within 90 days of the end of the current term of office, such vacancy shall not be filled. If any vacancy shall occur in the office of the Mayor, the procedures for filling said vacancy are found in Sec. 4.6.7 in this Charter.”

2. TA Townsend confirmed that Councilman Lobdell will serve in this Council seat, as appointed, until the next annual municipal election, in 2022, during which time this Council seat will be up for a one-year term to complete the remainder of the 2021-2023 Town Council term. The distinction of the two separate elections; one election for a seat for a one-year term from 2022-2023; and one election for two seats for a two-year term from 2022-2024, will need to be made when advertising for this election. This distinction will allow the Town to continue the pattern of a three-seat election year and a two-seat election year.
3. An update and possible discussion on the status of the dedication of properties to be dedicated to the Town.
  - a. TA Townsend shared that the Town is ready to move forward with the dedications in the coming Council meetings regarding the TVII common areas, owned by MS Development. TA Townsend shared the legal descriptions are being finalized by TA Townsend and TE Van-Otoo. He is awaiting final clarifications and information from the representatives of MS Development and from TE Van-Otoo. TA Townsend shared that the items will be ready for resolution at the next regular Council meeting.

**b. Town Engineer Edwin Van-Otoo**

1. An update and discussion on Town projects.
  - a. TE Van-Otoo shared that regarding MS Development, they are ready to proceed with the dedication. He was just awaiting clarification of ownership of one common area by either MS Development or Handler, but he was able to confirm that the open space was for Handler/ Gray Street properties: not MS Development. TE Van-Otoo shared that he will finalize some items and will send them to TA Townsend to review. TE Van-Otoo shared that he found out through discussions with Handler that Gray Street Properties owns the open space but allowed MS Development to build, so there was confusion, but it is owned by Gray Street Properties.
  - b. Regarding TVII, TE Van-Otoo spoke with Mr. Allen of Handler and the dedication is ready to go and will be forthcoming to TA Townsend and Council upon TE Van-Otoo’s return. TE Van-Otoo brought up that there is an open space area in TVII that will not be dedicated at this point as there are some drainage issues. This is the intersection of South and Ginn Streets. TM Mangeri and Miller are aware. TE Van-Otoo did not want to hold up the dedication of the other areas and wants to proceed with the dedication. CM Lobdell asked if regarding TVII, the thought was to

separate the open space area out and if that would give the Town enough leverage to make the revisions to the open spaces, they wouldn't have many incentives to make the revisions. TE Van-Otoo shared that he will confer with TA Townsend on the best method to proceed. TE Van-Otoo shared that if it would be too far delayed, questions of responsibility could arise.

- c. Regarding TVI, TE Van-Otoo shared that he is still waiting for the closeout documents of the stormwater and then can proceed with the closeout of that portion and phase 3A and 3B. As the documents are in order, they will move towards closeout.
- d. TE Van-Otoo shared that regarding the Woods at Hidden Creek, there is a club house part of the original record plan on a designated lot. But, at the time, the developers did not know the initial configuration of the clubhouse, but now want to put a parking lot into the adjacent public open space. TE Van-Otoo advised that this would need to be reviewed by the Council and Planning Commission as he does not see any language if parking lots are allowed in the open spaces. TE Van-Otoo asked how he should proceed. CM Lobdell shared that a good portion of the Town is in a water recharge area. If they would like to add a parking lot, serious consideration needs to go to drainage in the area. TE Van-Otoo shared that this has been brought to their attention. TA Townsend shared that this could be an issue related to subdivision approvals and an amended plan would need to be reviewed by TE Van-Otoo and then approved by Council.
- e. CM Mertz asked if there is a bond and if the street is dedicated will the developer receive the bond back? TE Van-Otoo shared that there is always a two-year maintenance bond for the space. If anything were to go wrong, it would need to be fixed by right.
- f. TM Mangeri shared his understanding of the issue: the Town did meet with Handler who advised that they would look into the re-grading and they reviewed the area for its elevation which showed it was not properly graded. Additionally, MS Development does not have anything to do with the property, but rather Gray Street Properties, as related to Handler Homes owns it. Lastly, the last to touch the property was Handler, as they planted trees there so whatever arrangement that was had for spoils with MS Development should be theirs to pursue with MS Development, the Town's focus is to the owner. Additionally, there is currently an encroachment on the property which would need to be resolved between the homeowner and Gray Street properties. TE Van-Otoo confirmed the statements of TM Mangeri. TM Mangeri shared that he would like to continue working with TE Van-Otoo and Mr. Allen to come to a resolve on what could be done. Additionally, at one point, Handler Homes had said the fill dirt could be used at the Woods at Hidden Creek. CM Lobdell shared concerns of this being the only item left to be turned over, there will be lack of incentive to remediate issues. TM Mangeri also advised

that the phase that the area of concern is in could possibly be held for dedication until a resolution is made. TA Townsend shared that the Town is not legally obligated to accept the dedication, but there could be concerns as to why they would like to accept it. CM Lobdell shared that there has been a history of not having bonds in place which can pose concerns after the fact. TM Mangeri also shared that there is a water runoff issue in the area which is also concerning.

- g. Regarding the Tennis/ Pickleball Court, TE Van- Otoo is gathering the payment documents, retaining 5% of the funds or about \$7,200 for the germination of the grass. TE Van-Otoo spoke with Gessler Construction to advise that the last item on the list is to resolve the grass by applying more topsoil and seed so that grass could begin to grow in the fall.
  - h. TM Mangeri shared that he and TC/ Acting TM Tantillo will work with Ms. Gorman to coordinate the dedication as soon as possible.
- 2. A status update on the sidewalk installation at TVII, along Ginn Street.
    - a. TE Van-Otoo shared that he has contacted the contractor who shared they could start the project by the end of July, and he will be in contact with them to finalize the date as it approaches. He will be in contact with TC/ Acting TM Tantillo as he receives clarification on the start date.
  - 3. An update on the possible wastewater treatment report and funding opportunities
    - a. TE Van-Otoo shared that he is working with TC/ Acting TM Tantillo to schedule a preliminary kickoff meeting for the wastewater treatment study.
  - 4. Mayor Miller asked for a status update on the stormwater ponds in TVII.
    - a. TE Van-Otoo shared that these are part of MS Development. There were field reconnaissance of survey shots and as-built drawings of the ponds. The ponds are in the capacity of the as-built drawings and there are some areas that could use care, but the ponds are functional and according to plans. The conservation district also reviewed the areas, and they are in agreement that they are according to plan. Based on this, TE Van-Otoo believes the ponds are built to the original plans and are ready to be turned over. TE Van-Otoo shared that he is reviewing the legal descriptions with TA Townsend.

**c. Town Manager**

- 1. Status update on the COVID-19 pandemic.
  - a. TC/ Acting Town Manager Tantillo shared the following regarding the COVID- 19 Pandemic:
  - b. Currently, there remains a State of Emergency regarding the COVID-19 pandemic, but it has been announced that Governor Carney intends to lift the COVID-19 State of Emergency orders on July 13th. Per the CDC guidance, those who are unvaccinated should continue to wear masks to reduce their risk of contracting and spreading COVID-19. Those who are vaccinated should continue to wear masks in certain settings.

- c. The information also states those who are not fully vaccinated, including children not yet eligible for a COVID-19 vaccine, should continue to wear masks when they are around others outside their immediate household, according to CDC guidance. Any child under 2-years-old must not wear a face covering due to risk of suffocation.
- d. Unvaccinated Delawareans ages 12 and older are urged to get vaccinated as soon as possible to protect themselves from infection and serious illness. Find a vaccination site: [www.de.gov/getmyvaccine](http://www.de.gov/getmyvaccine)
- e. Regarding Covid cases in the state and in the 19734-zip code; new confirmed cases over the seven-day average is now 26.7% for the state of Delaware. Within the 19734-zip code, new cases have dropped to less than one new case per day. The average over the last 7 days is new cases in the 19734-zip code.
- f. Regarding vaccinations: Delaware Public Health is reporting that across the state, 70.5 % of those over 18 have received at least one dose of the vaccination. In the 19734- zip code, 58.1% of the total population have received at least one dose.
- g. The Town Offices have been open to residents by appointment. This allows staff to coordinate to meet residents needs while assuring health and safety standards are met. Face coverings must be worn by visitors in Town Hall. The Town continues to encourage our staff to get vaccinated.

2. A report on Town Administrative activities.

- a. Regarding the Municipal Police Department, TC/ Acting TM Tantillo shared that as approved by Council, Resolution 21-007 a Resolution to authorize the reconstitution of the Town of Townsend police department was approved at the June 2, 2021, Council meeting. The Town is currently continuing to solicit applications for the Chief of Police position and have received a few applications for the position. The solicitation period will close on July 23<sup>rd</sup>, 2021.
- b. Regarding the sidewalk on Ginn St., the acting Town Manager and Town Engineer are working with the Contractor to schedule this work quickly.
- c. TC/ Acting TM Tantillo shared that the Town is working with DelDOT to secure final surfacing of the roadway. It is the Towns view that the Roadway was DelDOT's responsibility to manage and assure completion by permit. In addition, DelDOT received an escrow payment from the Developer. Additionally, after Mayor Miller spoke with Representative Spiegelman, Town Manager Mangeri reached out to Representative Spiegelman to request assistance for funding of the milling and tie in of Route 71 and Karins Boulevard. The Town is awaiting a response.
- d. Regarding the Tennis/ Pickleball Court, most punch list items have been completed as explained by TE Van-Otoo. The Town is awaiting signage required by the grant along with final paperwork for completion of the grant. Once all is completed, the Town, NCC and State DNREC-ORPT will have an opening ceremony. The acting Town Manager will work to coordinate this opening ceremony in the coming weeks.

- e. Due to the impending rain and tropical storm expected on 7/8/21, TC/ Acting TM Tantillo announced the WILMAPCO Walkable Communities Workshop will be moved to the rain date of Monday, 7/12/21 from 4 pm- 7 pm, still to be held at the Town Park Pavilion. All flyers and postings regarding the event have been updated with the rain date information and all registered participants will be notified by WILMAPCO of the change due to weather. If there is a need to reschedule the rain date due to weather, that will be determined closer to the date. The main focus is to mature a walkable neighborhoods and community access strategy. The Towns' hope is to provide opportunity for walkability, in a safe manner that provides opportunity for fitness and fosters a strong sense of community.
- f. As previously discussed at the Town Council Workshop meeting, The 2020 Townsend Draft Comprehensive Plan has been through the PLUS Review. The PLUS review meeting was held on Wednesday June 23, 2021. The Town is awaiting the comments and recommendations from the PLUS Review meeting. Once received, the comments and recommendations will go to the Planning Commission for review and possible implementation of revisions.
- g. Regarding the small sinkhole that has emerged in the area of South and Ginn St. TC/ Acting TM Tantillo shared that the Town Engineer is working to collect bids to repair the area as soon as possible.
- h. TC/ Acting Town Manager Tantillo shared that as previously mentioned by TM Mangeri, the Town continues to get phone calls and letters from individuals interested in developing in and around Townsend. Regarding the request from Mr. Michael J. Sparco to annex parcel 1401600047 located at 6170 Summit Bridge Road has been forwarded to the Planning commission for review. The Planning Commission has sent a letter to be distributed to Council, which will be done shortly. Additionally, another request to annex was received by the Town and will be sent to the Planning Commission for review and recommendation.
- i. Regarding the CARES Act, Ms. Helms recently submitted a reimbursement request for around \$1,200 for Adobe, Zoom, and supplies, the Town is awaiting a response.
- j. TC/ Acting TM Tantillo announced that the Town has received the first installment of the American Rescue Plan Funds. The Town is still trying to secure information on how the funds can be used. Ms. Helms continues to work with partnering organizations, the Town auditors, the County, the State, the Town Manager, and the Town Clerk to review the regulations on how the funds can be spent.
- k. TC/ Acting TM Tantillo shared that Town Manager Mangeri has been invited by the State Tax Ditch Modernization Group. The Department of Natural Resources and Environmental Control (DNREC) is hosting a series of eight Tax Ditch Workgroup Sessions between June 9 and September 29, 2021. Tax Ditch Workgroup will discuss the following topics:



Operational Issues, Changing Land Use, Insufficient Funds, and Officer Retention & Turnover.

- l. Regarding administrative activities during the month of June, TC/ Acting Town Manager Tantillo shared that there were 20 Contractors Licenses issued and 14 permits issued. There were eight additional permit applications received and are in review with the Code Official and two additional permit applications received and awaiting additional information from the homeowners. There were also three permits closed and issued Certificates of Occupancy, eight permits closed and issued a final approval letter and 22 Inspections Completed.
  - m. During the month of June, there were four complaints. One complaint was regarding illegal parking that was blocking traffic along Walnut and Gray St. The resident was advised to contact 911 or Troop 9 if this occurs in order for the issue to be documented and resolved by State Police as it is a traffic issue. One resident called regarding branches from the open space hanging onto his property. This issue has been referred to the owner of the open space area to be rectified. Lastly, two residents called regarding fireworks being set off in the area. They were advised to contact 911 or Troop 9 when the issues occur in order for an immediate response by State Police as our local police agency.
- 3. **ACTION ITEM:** Discussion and possible vote to renew the OnSolve Code Red contract.
  - a. TC/ Acting TM Tantillo shared that the OnSolve Code Red contract proposal was sent to Council. CodeRed is the emergency notification system currently used by the Town to notify residents of issues such as emergency siren testing, tropical storms, or other emergencies. Per the Town Code, an emergency notification system is required. The contract is for a three-year term with a five percent discount, equaling a total of \$7,612.50 or \$2,537.50 per year, paid annually. There are no changes from the existing contract, including emailing, phone calls, and text messaging.
  - b. CM Lobdell asked how many were subscribed to CodeRed currently. TM Mangeri shared that when a CodeRed is issued to the general population, during an emergency, it goes to all phones registered in the area, which is part of the subscription fee, the use of the OnSolve database of contact information. For example, a CodeRed alert that went out the previous day for emergency sirens testing, went out to around 2,100 phones in the area.
  - c. TM Mangeri shared that he has spoken to the state vendor to get insight into what they offer and to New Castle County as he feels NCC should make this a part of their 911 support. The state is not currently in a position to do this. The current contract with the state vendor would be well over \$3,200 according to the representative. TM Mangeri shared that there is no current plan with the county to aggregate everyone into one system, so the Town could do one year at a time and pay 5% more or get the 5% discount to subscribe for three years. CM Lobdell shared that

he will work with CW Clarke to come up with a plan to encourage residents to sign up for CodeRed. TM Mangeri shared his appreciation for this and would like to encourage residents to communicate with the Town also by signing up for website notifications. Additionally, the reason why the emergency notification system is so important, is because we are within a ten-mile radius of the emergency planning zone for the Salem Hope Creek Nuclear Generating Station.

- d. CM Lobdell also asked if this would qualify for CARES Act Funding. TM Mangeri and FO Helms will submit a request for approval and possible reimbursement.
  - e. CM Dugan shared that he would share information about CodeRed on a Facebook page to encourage residents to sign up.
  - f. CW Clarke shared that it could be useful to create a video on how to sign up for CodeRed to share with residents. TM Mangeri will assist TC/ Acting TM Tantillo and CW Clarke and CM Mertz on creating this video. CM Mertz suggested reaching out to a local high school for assistance.
  - g. *CM Mertz made a motion to subscribe and pay for the renewal of the Code Red subscription for a three-year term. CM Lobdell seconded the motion. Vote: CW Clarke: Yea, CM Dugan: Yea, CM Lobdell: Yea, CM Mertz- Yea*
4. **ACTION ITEM:** Discussion and possible vote to approve the Chimney repair for Town Hall.
- a. TC/ Acting TM Tantillo shared that this discussion will be held as the Town is still awaiting proposals for the work. Additional information will be provided at upcoming meetings.

## IX. Committee Reports

### a. **Finance Committee:** Chair: Mayor Miller, Co-Chair: Councilman Dugan

- 1. Review and possible discussion on the May 2021 Budget vs. Actual Report.
  - a. No report

### b. **Human Resources Committee:** Chair: Mayor Miller

- 1. Mayor Miller shared the reissuance of the Chief of Police solicitation notice, which will close on July 23<sup>rd</sup>. CW Clarke asked if the Town has received any applications so far. TC/ Acting TM Tantillo shared that the Town has received applications so far and can continue to receive additional applications until the solicitation period ends on 7/23/21.

### c. **Public Works Committee:** Chair: Councilman Dugan, Co-Chair: Councilman Mertz

- 1. CM Dugan shared that he spoke to the contractor for the Ginn St sidewalk, and he is hoping to begin the project mid-July.
- 2. CM Dugan asked for an update on the possible Stop sign at Ginn St. and Gray St. Mayor Miller shared that he and Mr. Hargrove created a stop sign inventory throughout Town, and it will be sent to TC/ Acting TM Tantillo in the coming weeks. Mayor Miller noted that there are inconsistencies of where stop signs are throughout Town. TC/ Acting TM Tantillo and TE Van-Otoo will review the list to

ensure the signs are in accordance with the existing signs. The Town will then review if ordinances need to be drafted to adopt the signs and adopt any new signs going forward.

3. CM Lobdell asked if the conditions of the signs were noted by Mayor Miller and Mayor Miller shared that he did. CM Lobdell noted that a sign at Ginn St and Gray St is an odd situation safety wise, as it is not a typical intersection, but could be used to slow people speeding into the development.
4. CM Mertz asked for clarification on the wastewater treatment plant and confirmed that this is a wastewater/ sewage treatment plant, not a water drinking plant. This could allow the Town to leave the county wastewater system which could allow the Town to charge fees and have the ability to further grow the Town.

**d. Land Use and Development Committee:** Chair: Councilman Lobdell, Co-Chair: Councilman Dugan

1. A status update on the 2020 Comprehensive Plan PLUS review meeting.
  - a. Mayor Miller shared the PLUS Review comments should be sent to the Town by mid-July.

**e. Veterans Committee:** Chair: Councilwoman Clarke, Co-Chair: Mayor Miller

1. CW Clarke shared that she has been tracking HB 12, which could allow tax exemptions for real property for veterans at the county level. This bill is currently on the ready list to be placed on a future agenda, most likely in January.

**f. Public Safety Committee:** Chair: Councilman Mertz, Co-Chair: Councilwoman Clarke

1. CM Mertz shared that he received the honor of becoming an honorary commander for DSP Troop 9. CM Mertz will continue to report to Council the activities as he follows the program. The goal of the program is to help DSP and the public to have shared experiences. There is one activity a month, such as agility training, visits to crime labs, etc. CM Mertz will be able to share his experiences with Council and also his Council and personal experiences with DSP. Other commanders are various community members.
2. CM Mertz shared that he reached out to CW Clarke to share his traffic safety in Townsend report.
3. CM Mertz asked for a status update on the speed sign the Town was awarded. TC/ Acting TM Tantillo shared that the sign company was having production delays but did not provide the Town with an ETA. Once an ETA is received, Council will be notified.

**g. Community Engagement Committee:** Chair: Councilwoman Clarke, Co-Chair: Councilman Lobdell

1. CW Clarke shared that there has been ongoing correspondence with vendors and parade participants for the Town Fair and Parade. CW Clarke will be reaching out to Town staff to coordinate the Fair efforts.
2. CM Lobdell shared that he will coordinate with CW Clarke to get up to speed on the Town Fair planning.

**h. Parks and Recreation Committee:** Chair: Councilman Lobdell, Co-Chair: Councilman Mertz

1. Mayor Miller shared that he plans to get together with all Councilmembers involved in the Fair to review what needs to be completed.
2. CM Mertz shared that he is reaching out to the schools to coordinate the parade and fair efforts, along with Troop 9 and DSP.
3. CM Mertz also mentioned a possible Olympic demo event he would like to host in the park, with sports.
4. TM Mangeri asked if Council would like to run an August and September movie night. Additionally, TM Mangeri will reach out to the Fire Department to ensure the Fair is on their schedule.
5. CM Mertz shared that he would be interested in working with TM Mangeri to coordinate efforts to schedule movie nights.
6. CW Clarke asked TA Townsend if it was possible to schedule a recurring planning meeting, since the Town Fair is a cross- committee event. TA Townsend shared that if a quorum is met, a seven-day notice would be necessary. Mayor Miller reminded TA Townsend that since this is not an event to make a vote, rather plan an event then they could meet to plan. TA Townsend shared that if the event could be sworn against voting or discussing Town business, then it would be permissible to have the meeting. TA Townsend shared that it would not be permissible to vote or discuss Town business but planning the event would be permissible.

**i. National Wildlife and Historic Preservation Committee:** Chair: Councilwoman Clarke

1. CW Clarke shared that DNREC issued a public statement to the public to temporarily remove bird feeders and bird baths, issued on 6-30-2021, in reference to birds getting sick and dying, possibly from poisoning due to sprayed bugs. Signs of this are unusual activities in birds, including disorientation. There have been no updates since the issuance of the statement. DNREC recommends individuals call 302-737-9543 to report any issues or receive further clarification if they have concerns.
2. CW Clarke thanked Mayor Miller for sending articles about the history of the Town.

**X. Citizens Comments & Participation**

- a. New Castle County Councilman Dave Carter shared that on 7/15, the county will have another forum on county land use, to consider if it will have an impact on the sewer in the Town. Additionally, there is a moratorium on septic for those in the SR area, and restrict them to four lots, this may lead to more annexation into the Town. CM Carter encourages Council to attend the county meeting.
- b. CM Carter also shared that the county is working with ARPA funds. Additionally, the date for the nonprofit summit will be announced shortly. Development includes building the social infrastructure, which is needed in the area of Townsend and southern NCC.
- c. CM Carter shared his excitement for the Tennis/Pickleball Court. He is still happy to discuss moving the other county park into the Towns ownership. Additionally, he is happy to continue discussions about housing rehab and using CARES and ARPA funds to assist with rehabbing.

- d. CM Carter shared that he is going to shift funds to move to creating passive recreation at Wiggins Mill Park. This would include linear trails in the nature area.
- e. CM Carter also reminded Council that with the new fiscal year, small grants are available for activities.
- f. Additionally, CM Carter shared he discussed with a resident cleaning up properties and abatement of old fees. He will wait to hear from the Town on any ordinances regarding the abatement of fees. CM Carter offered his assistance to Council.
- g. CW Clarke asked about the grant opportunity requirements. CM Carter shared that there is a simple form to fill out and Council is welcome to contact his office if there is any interest. TM Mangeri offered to CW Clarke to coordinate with him or TC/ Acting TM Tantillo to look into this funding.
- h. CM Carter shared that if there was any interest in intergovernmental collaboration for using ARPA funds, Council is welcome to reach out to him.

**XI. Recess Council Meeting to Convene Executive Session**

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- a. CM Dugan made a motion to adjourn the Council meeting and move to Executive Session to discuss a personnel matter. CM Lobdell seconded the motion. Voice vote by asking all in favor by signifying I- All Council members voted yea. No nay votes.

**XII. Meeting recessed for Executive Session at 9:10 p.m.**

**XIII. Convene Executive Session:** In accordance with 29 Del. C. §10004 (B)(9) the Town Council will be meeting in executive session strategy session relating to personnel matters with Town Attorney Townsend.

**XIV. Close Executive Session & Re-convene Council Meeting.**

**XV. Council meeting reconvened at 9:43 p.m.**

**XVI. Adjournment.**

- a. CM Lobdell made a motion to adjourn the Council meeting. CM Dugan seconded the motion. Voice vote by asking all in favor by signifying I- All Council members voted yea. No nay votes.